

# Phase II Storm Water Permit Notice of Intent (NOI)

## Phase II Municipal Separate Storm Sewer Systems (MS4s)

The purpose of this set of questions is for a Tennessee city, county, utility district or military base to apply for NPDES permit to discharge storm water runoff from a Phase II municipal separate storm sewer system.

You must provide the following information to the Division of Water Pollution Control as application material. You may print this form blank and complete it on paper, or you can complete the form electronically. The document is a Microsoft Word 2000 document. Submit two paper copies, one of which must bear an original signature on page three. Or, submit a copy electronically to [phase.two@state.tn.us](mailto:phase.two@state.tn.us), according the procedure given in the permit part 2.3.

### I. Administrative Information

Name of city, county, storm water utility district or other public institution that operates a Phase II MS4	
County Name	
Responsible elected official or officer	Title
County Executive Name	County Executive
Street address City, State Zip	County Administrative Complex 101 West Main Franklin, TN 37064
Program Contact Person/e-mail address/phone no. Robert K. <a href="mailto:robertk@county.tn.us">robertk@county.tn.us</a> (Address same as above.) 615-790-0000	Technical Contact Person/e-mail address/phone no. Robert K. Public Notice 11/25/02 Sample Application
Provide an organizational chart that shows the different departments involved in storm water management.	<input checked="" type="checkbox"/> Organizational Chart attached.

### II. Description of Storm Sewer System

#### A. Area served

*If city, town, or utility district, give:*

Area of jurisdiction in square miles within current corporate boundaries	N/A
Additional area of urban growth boundary	N/A

*If county, give:*

Area of county in square miles	584 sq. miles
Area unincorporated	430 sq. miles
Unincorporated, urbanized	25 sq. miles

#### B. Storm Drainage Infrastructure

Give estimates for the following features of storm water drainage infrastructure owned or operated by the local government	
Open ditches (miles, or feet).....	685 miles
Storm sewers (miles, or feet).....	83 miles

Culverts (estimate number).....	2055
Catch basins (estimate number).....	908
Detention basins (estimate number operated by local government).....	3
Retention basins (estimate number operated by local government).....	0

### C. Map

Include a map that shows areas zoned for commercial or industrial activity. Alternatively, present a map that shows actual commercial use and industrial use.	<input checked="" type="checkbox"/> Map attached.
Identify municipal/county wastewater treatment plants, landfills, vehicle fleet maintenance centers, power plants, airports and any other municipally owned or operated industrial activities. Identify State or Federal vocational/technical/college/university campuses and military installations.	<input checked="" type="checkbox"/> Map attached.
Include a map, depicting city or county-roads, topography or drainage patterns, and "blue line," and intermittent blue-line streams.	<input checked="" type="checkbox"/> Map attached.

These maps can be a single map, as long as the various information is clear to read.

### D. Identifying impaired streams and other waterbodies

Identify any streams (that flow through your jurisdiction or within two miles downstream jurisdiction boundaries) that are impaired according to the later of either the State's 305(b) report or the State's 303(d) report. For any impairment, indicate the nature of pollution (cause) and the source.

Stream Name	Cause of impairment	Source of impairment
Harpeth River TN05130204016-2000	Siltation	Agriculture; removal of riparian vegetation
Harpeth River TN05130204016-3000	Siltation	Agriculture; removal of riparian vegetation
Harpeth River TN05130204018-1000	Lead & other habitat alterations	Industrial point source; agriculture and contaminated sediments
West Harpeth River TN05130204013-1000	Siltation Low DO	Pasture grazing
Lynwood Creek TN05130204016-0100	Habitat alterations and siltation	Land development and removal of riparian vegetation
Fivemile Creek TN05130204016-0900	Siltation	Agriculture
Beech Creek TN05130204021-0200	Other habitat alterations Siltation	Land development Removal of riparian vegetation

E. Has the state or EPA promulgated a TMDL for any streams directly affected by runoff from your MS4? ☒ Yes ☐ No

If so, list stream segment(s) and parameter(s) of concern:

Stream segment:	Parameters of concern:
West Harpeth River TN05130204013-1000	Siltation
Beech Creek TN05130204021-0200	Siltation and habitat alteration

### III. Existing Legal Authority to Control Storm Water Discharges to MS4

You must review ordinances that apply to control of pollution that might enter the MS4. Extract those portions of your ordinances that do apply to control of the storm sewer system and attach a copy of those portions to this application.

☒ Copy of ordinances is attached.

Ordinances that deal with storm water issues might be found, for example, in conjunction with litter control, prohibition of dumping, clean up of spills, grading/building permits, sewer connection ordinances, erosion and sediment practices, subdivision regulations or other land use/development ordinances.

### IV. Signature of Responsible Corporate Officer

This Notice of Intent (NOI) must be signed as follows:

c) For a municipality, State, Federal, or other public agency, by either a principal executive officer or ranking elected official. For purposes of this section, a principal executive officer of a Federal agency includes:

(i) The chief executive officer of the agency, or

(ii) a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrators of EPA).

*“I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.”*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

(Go to next page.)

## V. Your Proposed Storm Water Quality Management Program

This Notice of Intent requires you to provide a brief description of your existing and planned for a storm water management program. The following six sections correspond to the six minimum control measures for a Phase II storm water management program.

If another MS4 will be responsible for implementing any or all portions of any or all following six minimum measures, then attach either the interlocutory agreement or the proposed agreement and schedule for adoption. You must still complete this NOI by answering the relevant questions for the six following measures.

Notes:

- Boxes for your responses have been colored green (on our screen) and your answers therein will be green.
- You may extend the tables in order to list more than four proposed BMPs, by going to the last row of the table and striking the "TAB" key until new rows are added.

### 1) Public Education and Outreach

- a. The following is a set of questions on your current public education and outreach program.

These questions are intended to highlight minimum program requirements under the MS4 permit. Each element not currently performed must be implemented by the end of the first permit period. Thus, each question with a "No" answer must be addressed with a solution in the MS4's proposed program.

	<b>Questions related to public education and outreach</b>	<input checked="" type="checkbox"/>
	Does the municipality currently distribute educational materials on the topics of storm water quality, stream water quality, pollution impacts, pollution prevention, etc.? If yes, briefly describe the materials, including media used (e.g., written brochures, public service announcements, etc.); the topic(s) covered, intended target audience(s), and the distribution method. <b>Comment:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Does the municipality currently conduct or participate in public outreach activities focusing on the topics of storm water quality, stream water quality, pollution impacts, pollution prevention, etc.? If yes, briefly describe the outreach activities, topic(s) covered, intended target audience(s), and the frequency of activities. <b>Comment:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>New 11-02</b>	Has the municipality communicated with restaurants and similar food service establishments a clear set of standards with respect to site cleanliness and storm water controls? The standards must take into account health department regulations that might apply to the restaurants and include information on grease traps and waste disposal. <b>Comment:</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

- b. List the best management practices (BMPs) that you will implement in the area of public education and outreach. These should be based on a set of priorities you have identified in the area of public education and outreach. In the top half of the row, give a short, descriptive name to the BMP. In the bottom half of the row, more fully describe the BMP. In the next question, you will be asked for more detail for accomplishing these BMPs.

<b>1</b>	<b>Best Management Practices for Public Education and Outreach</b>
<b>A</b>	<b>Classroom education on storm water</b> Presentations on water quality and storm water issues in school classes. Target: 1X per year per school. Possibilities: videos, coloring books, field trips for older students, and training teachers to incorporate water quality into their curriculum.
<b>B</b>	<b>Hot-line</b>

	Telephone number dedicated to water quality and storm water-related complaints and issues. (County currently receives and handles complaints. This hot line represents a more formal receiving and tracking system.)
<b>C</b>	<b>Web site</b> Up-to-date information on county storm water program and activities posted on the internet. Information on storm water quality in our County; regulatory requirements; educational materials; information on public participation.
<b>D</b>	<b>Public service announcements</b> Radio ads, TV ads, printed media. Scope will depend on cost and participation of neighboring MS4s pooling resources for regional-wide PSAs.
<b>E</b>	<b>Erosion and sediment control training</b> Will sponsor the TDEC/UT erosion and sediment control courses.

Potential BMPs. List additional BMPs you might incorporate into your program after annual review of program effectiveness.

<b>F</b>	<b>Grab bag</b> Brochures, news articles, slide shows, stencils on drains, billboards, school bulletin boards, tributary signage, posters, displays, bumper stickers, fact sheets (e.g., for different industry sectors - pavement maintenance companies, ready-mixed concrete companies, power washing companies, restaurant operators)
<b>G</b>	

**c. Measurable Goals and Implementation Milestones**

Attached at the back of this NOI is an addendum, BMP Measurable Goals and Implementation Milestones. You must complete the addendum, providing more details on Measurable Goals and Implementation Milestones for each BMP above.

**d. Administrative Information**

<b>Public Education and Outreach – Administrative Information</b>	
Primary contact person on above BMPs	
Robert K.	
Other department(s) that will be involved and their role	
County school system	
Providing access	
Equipment needs, if any	
Digital projector and screen. Laptop computer.	
What specific groups will be targeted (e.g., service industries such as carpet cleaning, civic groups, schools, church groups) if applicable	
Development community, schools; certain industry sectors (see above).	

Will you partner with another MS4 operator, or with another institution (e.g. Chamber of Commerce, environmental interest organizations, civic groups) in order to carry out the chosen BMPs? List these institutions and briefly describe their role.	
Yes. City of Franklin, Brentwood, Nashville. TN MS4 Working Group. Cumberland River Compact. Harpeth River Watershed Association.	
Role: Pooling finances. Co-development and sponsoring of educational materials and events.	
Will another governmental entity be responsible for implementing one or more of the chosen BMPs? If so, identify the entity and which BMP(s) it will implement. Include a copy of the interlocutory agreement, or contract, or proposed agreement with execution schedule.	
Entity	BMP
N/A	

(Go to next page.)

## 2) Public Participation and Involvement

- a. The following is a set of questions on your current public participation and involvement program.

These questions are intended to highlight minimum program requirements under the MS4 permit. Each element not currently performed must be implemented by the end of the first permit period. Thus, each question with a "No" answer must be addressed with a solution in the MS4's proposed program.

<b>Questions related to public participation and involvement</b>		<input checked="" type="checkbox"/>
Does the current municipal storm water management program comply with local, State and Federal public notice requirements? If yes, describe how the public is notified.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Comment: We know of nothing we do on a regular basis that is subject to public notice requirements. Certain storm water related items are a part of road board and planning commission meetings, which are advertised.		
Does the municipality currently allow the public to participate or otherwise be involved in storm water management activities?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Comment: We receive complaints - typically water quantity (flooding) and water quality problems (mud washing onto owner's property; muddy streets; questions about water quality). The public has the opportunity to bring matters to the attention of the commissions.		

- b. List the best management practices (BMPs) that you will implement in the area of Public Participation and Involvement. In the top half of the row, give a short, descriptive name to the BMP. In the bottom half of the row, more fully describe the BMP.

You may not desire to dictate the ways in which the public participates or is involved in the storm water quality management program; in this case, your proposed program should provide a forum and a structure by which to encourage or allow the public to participate. On the other hand, there may be specific ways you do want the public to be involved, based on your program needs. For instance, you may want stream watch groups to be organized. As such, your proposed program should describe how you will accomplish this, and the time schedule.

<b>2</b>	<b>Best Management Practices for Public Participation and Involvement</b>
<b>A</b>	<b>Storm water advisory committee</b> To be appointed. Individuals from varied backgrounds: 10-12 persons, including county planning and engineering staff, storm water design professional(s), representatives of the county executive, county commissioner(s), development community, environmental advocates. Purpose is to review development of ordinance. Ordinance(s) will be delivered to the planning commission for adoption.
<b>B</b>	<b>Storm water administrative board</b> Membership will be similar to advisory committee. Their purpose is to steer and review the development of program components; and long-term to hear appeals, variance requests and future program initiatives. The administrative board will oversee the enforcement of the ordinances adopted by the planning commission.
<b>C</b>	<b>Public meeting(s)</b> Certain actions to be taken by the storm water board (e.g. ordinance) will be given public notice and a public hearing will be held. Public can comment. Also, once per year, following completion of annual report (req'd. by TDEC's permit), we will hold a public information and participation meeting - to review the past year and to hear comments about future focus of the storm water program. Long-term, the public will have opportunity to attend storm water administrative board meetings.
<b>D</b>	<b>Citizens group(s) involved in stream clean-up</b>

	One or more groups involved in stream clean-up events. (Possibly organized with other local MS4s and/or with the State of Tennessee's annual stream cleanup event)
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Potential BMPs. List additional BMPs you might incorporate into your program after annual review of program effectiveness.

<b>E</b>	<b>Grab bag for citizens group involvement</b> Adopt-a-stream programs, possibly including riparian zone protection; citizen monitoring of streams. MS4 role is to initiate - or respond to requests - and assist in organizing and supporting these groups and programs.
<b>F</b>	<b>Tennessee Growth Readiness training (TVA materials)</b> These materials will be incorporated in some of the public participation forums above. In addition, as opportunity allows, Growth Readiness materials will be presented to road board, county commission, planning commission, homebuilders association(s), homeowners' associations, civic groups.

**c. Measurable Goals and Implementation Milestones**

Attached at the back of this NOI is an addendum, BMP Measurable Goals and Implementation Milestones. You must complete the addendum, providing more details on Measurable Goals and Implementation Milestones for each BMP above.

**d. Administrative Information**

<b>Public Participation and Involvement – Administrative Information</b>	
Contact person on implementing these BMPs	
Robbie K.	
What specific groups will be targeted and in what way (e.g., schools, colleges/universities, neighborhood groups)	
Public meetings: broad coverage of all citizens via web-site, advertisement	
Citizen groups: local land owners; youth groups, church groups, student groups, environmental interest groups	
Will you partner with another MS4 operator, or with another institution (e.g. Chamber of Commerce, environmental interest organizations, civic groups) in order to carry out the chosen BMPs? List these institutions and briefly describe their role.	
Yes, on citizen group activities. For instance, stream cleanup days will be coordinated with neighboring/or statewide MS4s and local citizen groups.	
Will another governmental entity be responsible for implementing one or more of the chosen BMPs? If so, identify the entity and which BMP(s) it will implement. Include a copy of the interlocutory agreement, or contract, or proposed agreement with execution schedule.	
Entity	BMP
N/A	



### 3) Illicit Discharge Detection and Elimination

The following are common sources of illicit discharges to an MS4:

Sanitary wastewater	Effluent from septic tanks
Car wash wastewaters	Improper oil disposal
Radiator flushing disposal	Laundry wastewaters/gray water
Spills from roadway accidents	Improper disposal of auto and household toxics
Carpet cleaning wastewaters	

- a. Following is a set of questions on your current illicit discharge detection and elimination program.

These questions are intended to highlight minimum program requirements under the MS4 permit. Each element not currently performed must be implemented by the end of the first permit period. Thus, each question with a “No” answer must be addressed with a solution in the MS4’s proposed program.

	<b>Questions related to storm sewer system map</b>	<input checked="" type="checkbox"/>
Revised 11-02	Does the municipality currently have a storm sewer system map completed for the entire regulated municipal separate storm sewer system? The map must depict, at a minimum: city streets, topography or drainage patterns, blue line streams and intermittent blue-line streams (as shown on USGS 1:24,000 scale quadrangle maps) and outfalls (points where the city or county-operated MS4 discharges into the streams).  Comment:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<b>Questions related to an illicit discharge ordinance</b>	<input checked="" type="checkbox"/>
	Does the municipality currently have an ordinance or regulatory mechanism that prohibits non-storm water discharges into the storm sewer system? If yes, please attach a copy of the ordinance and give page number(s) of this section of ordinance. If NO, proceed to the next section (inspections and enforcement).  Comment: We do not have an ordinance that deals directly with non-storm water discharges to the . We have regulations for wastewater treatment and land disposal systems that prohibit discharge of these wastewaters to streams.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Does the ordinance or regulatory mechanism clearly define non-storm water discharges, either through a written description of a non-storm water discharge or through a listing of unallowable or allowable non-stormwater discharges?  Comment:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Does the ordinance or regulatory mechanism allow right-of-entry on private property for inspection of suspected discharges?  Comment:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Does the ordinance or regulatory mechanism prohibit dumping?  Comment:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Does the ordinance or regulatory mechanism give the MS4 owner/operator the authority to eliminate non-storm water discharges in the event of violations? If yes, please note page number and paragraph number.  Comment:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Does the ordinance or regulatory mechanism define penalties for violations? If yes, please note page number and paragraph number.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comment:	
Does the municipality have ordinance or other regulatory mechanism that prohibits contamination of storm water runoff from industrial and commercial properties, including restaurants and auto repair shops, auto supply shops, large commercial parking areas.	<input type="checkbox"/> Yes <input type="checkbox"/> No

	<b>Questions related to inspection/screening and enforcement procedures</b>	<input checked="" type="checkbox"/>
New 11-02	Does the municipality presently have personnel and procedures in place for inspection and/or screening for non-storm water discharges?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Comment/Detail (screening procedures, policies and responsible departments and personnel by title):	
	Does the municipality presently have procedures and personnel in place for enforcement of violations of the illicit discharge ordinance? If yes, please describe.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Comment:	
	How are enforcement actions documented?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Comment:	
	Has the municipality defined priority areas for non-stormwater discharge screening and inspections? If yes, please describe.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Comment:	
	If Yes, provide a map of illicit discharge screening priority areas.	<input type="checkbox"/> Attached

	<b>Responding to public input and complaints</b>	<input checked="" type="checkbox"/>
	Does the municipality presently have procedures in place to receive and consider information and complaints about non-storm water discharges that are submitted by the public? If so, provide brief description: responsible departments, personnel, steps followed.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Comment: Other than phoning in complaints to engineering department and appealing to board of zoning appeal and planning commission, no procedures in place. No procedure in place to the scope of what this MS4 program requires.	

	<b>Questions related to education</b>	<input checked="" type="checkbox"/>
	Has the municipality educated these groups - public employees, businesses, property owners, the general community, and elected officials - regarding ways to detect, prevent and eliminate illicit discharges? If yes, briefly describe the educational materials, including media used (e.g., written brochures, public service announcements, etc.), the topic(s) covered, intended target audience(s), and the distribution method.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Comment:	

New 11- 02	<p>Has the municipality communicated with restaurants and similar food service establishments a clear set of standards with respect to site cleanliness and storm water controls? The standards must take into account health department regulations that might apply to the restaurants and include information on grease traps and waste disposal.</p> <p>Comment:</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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b. List the best management practices (BMPs) that you will implement in the area of Illicit Discharge Detection and Elimination. In the top half of the row, give a short, descriptive name to the BMP. In the bottom half of the row, more fully describe the BMP.

<b>3</b>	<b>Best Management Practices for Illicit Discharge Elimination and Detection</b>
<b>A</b>	<b>Ordinance</b> Existing ordinance will be modified to address the issues of illicit discharge. Non-storm water discharges will be prohibited, except for a number of uncontaminated waters such as landscaping waters, uncontaminated groundwater seepage, building wash water without detergents, etc.
<b>B</b>	<b>Dry weather screening (identifying illicit connections)</b> Inspect all MS4 outfalls, during dry weather, observing for water flow. We will integrate (do at the same time) dry weather screening with mapping of storm sewer system. Will develop procedures to track source of illicit discharges and enforcement actions to eliminate discharges.
<b>C</b>	<b>Hot line and complaint tracking system</b> Same hot line as listed in outreach and public education. CTS will be electronic database; this will maintain a history of complaints; will be compatible with GIS.
<b>D</b>	<b>Inventory of storm water system</b> GIS-compatible digital database of storm water infrastructure. Include open ditches, storm sewers, culvert, catch basin, detention basins, and outfalls. The data will also likely include material of construction, physical condition, size or ditch dimensions. (See also post-construction BMPs.)
<b>E</b>	<b>Recycling, hazardous waste collection program</b> These are already in place. Year-round reception at the county landfill. Twice annually reception at four locations across the county.
<b>F</b>	<b>Education</b> Education on illicit discharges will be a key component of any education we do on storm water quality, and will be included in the various public education BMPs of minimum measure 1 above.

Potential BMPs. List additional BMPs you might incorporate into your program after annual review of program effectiveness.

<b>G</b>	
<b>H</b>	

c. Measurable Goals and Implementation Milestones

Attached at the back of this NOI is an addendum, BMP Measurable Goals and Implementation Milestones. You must complete the addendum, providing more details on Measurable Goals and Implementation Milestones for each BMP above.

d. Administrative Information

<b>Illicit Discharge Detection and Elimination System – Administrative Information</b>	
Primary contact person on above BMPs	
Robert K.	
Other department(s) that will be involved and their role	
County Health Dept.	County attorney office
Department of Solid Waste Management	
Equipment needs, if any	
Dry weather screening water quality test kits	
Back pack and GPS collection equipment	
GIS software	
Computer equipment and database application	

What specific groups will be targeted (e.g., particular businesses, civic organizations, church groups) if applicable	
Homeowners' associations - both general education on illicit discharges and for septic systems	See public education BMPs: schools - general education
See public education BMPs: pavement maintenance companies, ready-mixed concrete companies, power washing companies, restaurant operators	

Will you partner with another MS4 operator, or with another institution (e.g. Chamber of Commerce, environmental interest organizations, civic groups) in order to carry out the chosen BMPs? List these institutions and briefly describe their role.	
Partnering with neighboring MS4s in area-wide hazardous waste collection events; and on public service announcements.	
Will another governmental entity be responsible for implementing one or more of the chosen BMPs? If so, identify the entity and which BMP(s) it will implement. Include a copy of the interlocutory agreement, or contract, or proposed agreement with execution schedule.	
Entity	BMP
N/A.	

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#### 4) Construction Site Runoff Program

- a. Following is a set of questions on your current erosion and sediment control program.

These questions are intended to highlight minimum program requirements under the MS4 permit. Each element not currently performed must be implemented by the end of the first permit period. Thus, each question with a “No” answer must be addressed with a solution in the MS4’s proposed program.

	<b>Questions related to a construction site runoff ordinance</b>	<input checked="" type="checkbox"/>
	Do you currently have an erosion and sediment control - or similar - ordinance or regulatory mechanism? If yes, include a copy and reference the page number(s). If No, proceed to the next set of questions below about construction site plans review.  Comment:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Does the ordinance or regulatory mechanism require that site operators implement erosion prevention, sediment control, and other construction waste controls for land disturbance activities?  Comment:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Does the ordinance/regulatory mechanism require (explicitly or implicitly) that controls be implemented for any land disturbances greater than or equal to one acre, or less than one acre if part of a large common plan of development or sale that would disturb one acre or more? If yes, note the page number and paragraph number where this is defined.  Comment:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Does the ordinance or regulatory mechanism contain or reference technical standards for erosion and sediment control? If yes, note the page number and paragraph number where this is defined.  Comment:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New 11- 02	Do those technical standards agree with or exceed the following standards, summarized here, in the <a href="#">TDEC construction activity general permit</a> (Section IV.D.2.): requirement for an erosion and sediment control pollution prevention plan; pre-construction ground cover not to be disturbed more than 20 days prior to grading; sequencing and phasing of construction activities; erosion and sediment control designed to control the rainfall and runoff from a 2 year, 24 hour storm, 2 year, including sediment basins to serve disturbed areas of ten acres; temporary or permanent ground cover provided within 15 days after final grading?  Comment:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New 11- 02	Do technical standards require that construction activities maintain riparian buffers during construction?  Comment:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Does the ordinance or regulatory mechanism clearly define the criteria - primarily who must submit - for submitting erosion and sediment control information or plans? If yes, note page number and paragraph number.  Comment:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Does the ordinance or regulatory mechanism require approval by the local government prior to commencement of land disturbance activities? If yes, note page number and paragraph number.  Comment:	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Does the ordinance or regulatory mechanism require re-submittal of erosion and sediment control information or plans if site plans or conditions change during land disturbance activities? If yes, note page number and paragraph number.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Comment:	
Does the ordinance or regulatory mechanism allow right-of-entry for government officials onto construction sites for inspections? If yes, note page number and paragraph number.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Comment:	
Does the ordinance or regulatory mechanism give the MS4 owner/operator the authority to STOP WORK in the event of non-compliance violations? If yes, note page number and paragraph number.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Comment:	

<b>Questions related to construction site plans review</b>		<input checked="" type="checkbox"/>
Does the municipality presently have in place a technical review process (i.e. engineering department, planning department, zoning board) that evaluates new development and redevelopment construction for construction site runoff?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Comment:		
Does the technical review process require an erosion prevention and sediment control plan with appropriate BMPs?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Comment:		
New 11-02 Does the review process include a requirement for pre-construction meeting between the municipality and site developer, for priority construction sites, including at a minimum those construction activities discharging directly into, or immediately upstream of, waters the state recognizes as impaired or high quality?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Comment:		
If there is a review process, provide a brief narrative or a flow chart of the process, describing the process steps, responsible personnel (by department, title and contact person), and criteria used for evaluation of information or plans that are submitted.	<input checked="" type="checkbox"/> Attached	
Narrative:		

<b>Responding to public input and complaints</b>		<input checked="" type="checkbox"/>
Does the municipality presently have procedures in place for receipt and consideration of information and complaints submitted by the public?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Comment:		
If Yes, please provide a brief narrative of the receipt process and procedures, describing process steps, responsible departments, and personnel (by title). If available, provide information on complaint tracking, documentation, etc.	<input checked="" type="checkbox"/> Attached See narrative.	
Narrative: Calls are received by planning and engineering office; inspector responds and make efforts to resolve issues.		

	<b>Questions related to enforcement and inspection procedures</b>	<input checked="" type="checkbox"/>
	Does the municipality presently have personnel and procedures in place for construction site runoff inspection? Comment/Detail (inspection procedures, policies and responsible departments and personnel by title):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New 11-02	Does the program provide for inspection of priority sites at least once per two weeks in wet weather and once per month otherwise? Comment:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Does the municipality presently have procedures and personnel in place for enforcement of violations of construction site requirements? Comment: It is handled as a violation of the existing zoning ordinance and the codes enforcement office. The storm water administrative board will become the entity that enforces storm water ordinances.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Does the municipality use a STOP WORK order to enforce non-compliance with construction site policies and requirements? Comment:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	How are enforcement actions documented? Response: Written. Photos are used extensively.	

	<b>Questions related to training and education</b>	<input checked="" type="checkbox"/>
	Does the municipality presently make construction site runoff control training/information available to the public, developers, engineers, and contractors? (Be aware that the state of Tennessee regularly conducts erosion prevention and sediment control classes across the state. Local governments are encouraged to refer developers and contractors to these classes.) Comment:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
New 11-02	Has municipal staff completed state-sponsored training, including the Tennessee Fundamentals of Erosion Prevention and Sediment Control; and the Erosion Prevention and Sediment Control Design Course? Comment: One staff person at this time.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

In the following spaces, estimate dollars/year and man-hours/year for existing erosion prevention and sediment control activities. You may revise the categories if necessary to correlate with your own accounting figures.

Existing activities – construction site runoff control program	Estimated dollars/year	Personnel and man-hours/year
Construction site plans review	\$1000 not incl. labor	Two persons, 120
Responding to public input and complaints	\$2500 not incl. labor	Two persons, 240
Enforcement and inspection procedures	N/A	N/A

Training and education	N/A	N/A
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b. List the best management practices (BMPs) you will implement to establish and run a construction site runoff control program. In the top half of the row, give a short, descriptive name to the BMP. In the bottom half of the row, more fully describe the BMP.

<b>4</b>	<b>Best Management Practices for Construction Site Runoff Control Program</b>
<b>A</b>	<b>Ordinance</b> Revise existing ordinance to clarify and set forth new requirements for land disturbance activities in the county. Make ordinance parallel the state (TDEC) construction general permit (CGP) as far as technical requirements. Will include provisions for enforcement - fines, stop work orders, calling bonds.
<b>B</b>	<b>Procedures for reviewing and approving land disturbance activities, including final inspections</b> Procedures will include, in this order: "sketch plan" meeting (includes submission of sketch, pre-construction meeting, preliminary plat review for E&S and post-construction controls); pre-construction inspections for E&S controls at all subdivisions and commercial properties. Followed by issuance of land disturbance permit. (note that post-construction runoff controls will be reviewed and approved at the same time) Final inspections will be done to verify construction was done per approved plans; e.g., as-builts (ponds, culverts, capacity of structures), site conditions. Final inspection will be done at all construction sites, not only subdivisions and commercial properties.
<b>C</b>	<b>Erosion prevention and sediment control BMPs</b> We will develop a storm water management manual, which will include erosion prevention and sediment control BMPs as well as post-construction BMPs. The basis for the manuals will draw heavily from TDEC's erosion prevention and sediment control manual and post-construction storm water BMP manual.
<b>D</b>	<b>Inspections</b> We will develop an inspection checklist and inspection protocol for county inspectors. We will perform monthly inspections, per the TDEC MS4 general permit requirements, at all priority land disturbance activities, with follow-up notices to violators.
<b>E</b>	<b>Enforcement process</b> Transfer administrative process for enforcement from the Board of Zoning Appeals to the Storm Water Administrative Board. The board will establish policies and penalties for violations, procedures for issuing stop-work orders and calling bonds.

Potential BMPs. List additional BMPs you might incorporate into your program after annual review of program effectiveness.

<b>F</b>	
<b>G</b>	

c. Measurable Goals and Implementation Milestones

Attached at the back of this NOI is an addendum, BMP Measurable Goals and Implementation Milestones. You must complete the addendum, providing more details on Measurable Goals and Implementation Milestones for each BMP above.

d. Administrative Information



Construction Site Runoff Control Program – Administrative Information	
Primary contact person on above BMPs Robert K.	
Other department(s) that will be involved and their role Planning Office	
Equipment needs, if any Vehicles Digitals cameras Computers	
Will you partner with another MS4 operator, or with another institution (e.g. Chamber of Commerce, environmental interest organizations, civic groups) in order to carry out the chosen BMPs? List these institutions and briefly describe their role.	
Will another governmental entity be responsible for implementing one or more of the chosen BMPs? If so, identify the entity and which BMP(s) it will implement. Include a copy of the interlocutory agreement, or contract, or proposed agreement with execution schedule.	
Entity	BMP

(Go to next page.)

## 5) Post-Construction Runoff Control

a. Following is a set of questions on your current post-construction runoff control program.

These questions are intended to highlight minimum program requirements under the MS4 permit. Each element not currently performed must be implemented by the end of the first permit period. Thus, each question with a “No” answer must be addressed with a solution in the MS4’s proposed program.

	<b>Structural and non-structural strategies</b>	<input checked="" type="checkbox"/>
	The following is a general question related to this one of the six minimum measures.	
	Does the municipality currently have in place mechanisms or strategies to reduce pollutants in post-construction runoff to the MS4 from new development or redevelopment projects that result in land disturbance of one acre or more? For example, land use planning requirements, zoning directives, site-based local controls such as riparian buffer zone protection; storage or detention of storm water prior to release to streams; practices to cause storm water to percolate the soil rather than runoff immediately; vegetative practices.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Comment:	
	If Yes, please provide a brief narrative of - and/or references to - the structural and non-structural strategies, describing strategies implemented, best management practices allowed, technical guidance, responsible departments, and personnel (by title).	<input checked="" type="checkbox"/> Attached
	Narrative: The County has land use planning requirements, stormwater detention requirements, as well as the requirement for certain-post construction controls, such as wet weather drainage design and outlet protection. See attached.	

	<b>Questions related to a post-construction site management ordinance</b>	<input checked="" type="checkbox"/>
	Do you currently have an ordinance or regulatory mechanism that addresses post-construction runoff from new development and redevelopment projects? If yes, reference the page number in your ordinance. If No, proceed to the next section on post - construction plans review.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Comment: Resource Management - County Zoning Ordinance – Division 7200 (p VII-25)	
	Does the ordinance or regulatory mechanism require controls to mitigate pollutants in storm water runoff? If yes, note page number and paragraph number.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Comment:	
	Does the ordinance or regulatory mechanism require (explicitly or implicitly) that controls be implemented for any new development or redevelopment projects greater than or equal to one acre, including projects less than one acre that are part of a large common plan of development or sale, that discharge into your small MS4? If yes, note page number and paragraph number.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Comment: Stormwater runoff - County Zoning Ordinance - Section 7220A (p. VII-25)	
	Does the ordinance or regulatory mechanism contain or reference technical standards for water quality controls? If yes, note page number and paragraph number.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Comment: Limitation on Stormwater Runoff - County Zoning Ordinance - Section 7220B (VII-26)	
	Does the ordinance or regulatory mechanism clearly define the criteria for submittal - who must submit - of post-construction water quality control design information or plans? If yes, note page number and paragraph number.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

	Comment: Not clearly defined.	
	Does the ordinance or regulatory mechanism require approval prior to construction of post-construction water quality controls? If yes, note page number and paragraph number. Comment:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Does the ordinance or regulatory mechanism require re-submittal of post-construction water quality control design information or plans if site plans change after the initial design has been approved? If yes, please note page number and paragraph number. Comment:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Does the ordinance or regulatory mechanism give the MS4 owner/operator the authority to penalize the owner of post-construction water quality controls for violations? If yes, note page number and paragraph number. Comment:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Does the ordinance or regulatory mechanism allow the municipality right-of-entry on property where post-construction water quality controls are installed for inspections? If yes, please note page number and paragraph number. Comment:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Does the ordinance or regulatory mechanism require that post-construction water quality controls have adequate and long-term operation and maintenance? If yes, please note page number and paragraph number. If no, how does the MS4 owner/operator maintain post-construction water quality controls? Comment:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
New 11-02	Does the ordinance or regulatory mechanism require establishment and maintenance of riparian buffers during construction and after construction, in areas of new development and redevelopment Comment:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<b>Questions related to post-construction control plans review</b>		<input checked="" type="checkbox"/>
Does the municipality presently have in place a technical review process (i.e. engineering department, planning department, and zoning board) that evaluates new development and redevelopment with regard to the impact that post-development runoff will have on receiving streams? Comment:		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, provide a brief narrative or a flow chart of the review process, describing the process steps, responsible personnel (by department, title and contact person), and criteria used for evaluation of information or plans that are submitted.		<input checked="" type="checkbox"/> Attached
Estimated dollars/year:	1000 not incl labor	Personnel and man-hours/year: 2 persons, 120 (in conjunction with construction; see above)

b. List the mechanisms (BMPs) you will implement to establish and maintain a post-development runoff control program. In the top half of the row, give a short, descriptive name to the BMP. In the bottom half of the row, more fully describe the BMP.

<b>5</b>	<b>Best Management Practices for Post Construction Runoff Program</b>
<b>A</b>	<b>Ordinance</b> We will revise the existing ordinance to clarify requirements for post-construction runoff control in the county. Make ordinance parallel the state (TDEC) construction general permit (CGP) for post-construction related technical requirements.
<b>B</b>	<b>Procedures for reviewing and approving post-construction runoff controls</b> Review and approval of post-construction runoff controls is a component in the procedures for the issuance of land disturbance permit (see 4B - procedures for reviewing and approving land disturbance activities). Final inspections will be performed to verify construction was completed per the approved plans; e.g., as-builts (ponds, culverts, capacity of structures).
<b>C</b>	<b>Post-construction BMPs</b> We will develop a storm water management manual, which will include post-construction BMPs as well as erosion prevention and sediment control BMPs. The basis for the manual will draw heavily from TDEC's erosion prevention and sediment control manual and post-construction storm water BMP manual.
<b>D</b>	<b>Streamside buffers</b> We will develop a BMP requiring the establishment and protection of streamside buffers.
<b>E</b>	<b>Storm water detention</b> The existing storm water detention policy and requirements will be reviewed and revised in an effort to minimize the effect of land disturbance activities on storm water quantity and quality.
<b>F</b>	<b>Maintenance agreements</b> We will revise existing maintenance agreement procedures and requirements for private storm water systems, in an effort to ensure proper long-term operation through inspection and maintenance.
<b>G</b>	<b>Parking lot standards</b> Review existing standards for parking lot design criteria and revise to minimize impervious surfaces.

Potential BMPs. List additional BMPs you might incorporate into your program after annual review of program effectiveness.

<b>H</b>	
<b>I</b>	

**c. Measurable Goals and Implementation Milestones**

Attached at the back of this NOI is an addendum, BMP Measurable Goals and Implementation Milestones. You must complete the addendum, providing more details on Measurable Goals and Implementation Milestones for each BMP above.

**d. Administrative Information**

<b>Post Construction Runoff Control Program - Administrative Information</b>	
Primary contact person on above BMPs	
Robert K	
Other department(s) that will be involved and their role	

Planning Office County Executive's office	
Equipment needs, if any	

Will you partner with another MS4 operator, or with another institution (e.g. Chamber of Commerce, environmental interest organizations, civic groups) in order to carry out the chosen BMPs? List these institutions and briefly describe their role.

N/A

Will another governmental entity be responsible for implementing one or more of the chosen BMPs? If so, identify the entity and which BMP(s) it will implement. Include a copy of the interlocutory agreement, or contract, or proposed agreement with execution schedule.

Entity	BMP
N/A	

(Go to next page.)

## 6) Pollution Prevention and Good Housekeeping

- a. The following is a set of questions on your current pollution prevention and good housekeeping program.

These questions are intended to highlight minimum program requirements under the MS4 permit. Each element not currently performed must be implemented by the end of the first permit period. Thus, each question with a “No” answer must be addressed with a solution in the MS4’s proposed program.

<b>Questions related to staff education and training</b>		<input checked="" type="checkbox"/>
Does the municipality’s current operation and maintenance program provide annual training for staff on preventing and reducing storm water pollution from activities such as park and open space maintenance, fleet and building maintenance, new construction and land disturbances, and storm water system maintenance? If yes, briefly describe the training, including the educational materials used, the topic(s) covered, an estimate of the number of employees trained and the training method.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Comment:		
Are training activities documented? If yes, please describe how.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Comment: N/A		
Estimated dollars/year:	N/A	Personnel and man-hours/year: \$0.0

<b>Questions related to municipal operations pollution prevention</b>		<input checked="" type="checkbox"/>
Does the municipality’s operations and maintenance program have policies and procedures in place that address pollution prevention? Consider the following in your response: maintenance activities, maintenance schedules; long term inspection procedures for structural and non-structural storm water controls to reduce floatables and other pollutants; controls for reducing or eliminating the discharge of pollutants from streets, roads, highways; controls for reducing or eliminating pollutants from municipal parking lots, maintenance and storage yards, fleet or maintenance areas with outdoor storage areas, salt/sand storage areas, snow disposal areas, waste transfer stations; disposal of waste removed from storm sewers and the areas listed above; and assessment of impacts on water quality from new flood management projects.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Comment: Limited pollution prevention policies. Needs to be reviewed and improved.		
If Yes, provide a brief narrative or a flow chart of the review process, describing the process steps, responsible personnel (by department, title and contact person), and criteria used for evaluation of information or plans that are submitted.		<input checked="" type="checkbox"/> Attached
Estimated dollars/year:	\$650,000 (this figure includes all and various maintenance activities on the MS4 system; main categories ditch and catch basin cleaning, mowing, and replacing culverts)	Personnel and man- hours/year: 40 persons, 40,000

<b>Questions related to municipal industrial activities</b>		<input checked="" type="checkbox"/>
Has the MS4 owner/operator obtained a <a href="#">Tennessee Multi-Sector General Permit</a> or a no-exposure waiver for all qualifying municipal industrial activities? If yes, please give permit numbers or copy of the <a href="#">No-Exposure Certification</a> form.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Comment:
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List municipally-owned or operated facilities that have a notable potential for contaminating runoff: for example - vehicle maintenance garages; waste transfer operations; golf courses; salt or other materials storage; landfill. If more than one facility for a given type of operation, give the number of such facilities. Indicate if any of these are covered by an NPDES permit. Is there a documented pollution prevention plan in place for these facilities?

Facility or type of facilities/operation	Number	Is activity covered by NPDES permit?	Is a pollution prevention plan in effect?
Highway Department Garage	1	No	No
County Landfill	1	Yes	Yes
Landfill Convenience Centers	9	No	No
County Quarry	1	Yes	Yes
County School Bus Facility	1	No	No

- b. List and briefly describe proposed management practices for municipal pollution prevention and good housekeeping.

In addition to considering industrial-type operations as in item a., you must also consider municipal infrastructure, and related maintenance activities, maintenance schedules and long-term inspection procedures for structural controls and the proper disposal of waste from storm sewers/ catch basins, etc. Also included in this program area is discharge of pollutants from roads and parking lots.

<b>6</b>	<b>Best Management Practices for Pollution Prevention and Good Housekeeping</b>
<b>A</b>	<b>Storm water quality standard operating procedures (SOP)</b> We will review operation and maintenance procedures for all County activities, such as vehicle maintenance and landfill convenience centers, and develop storm water quality SOPs where applicable. SOPs will include storm water pollution prevention plans (SWPPP) as well as spill prevention and control contingency (SPCC) plans. SWPPP includes quarterly inspections.
<b>B</b>	<b>Roadway and MS4 development</b> Procedures for the development of new roadways and MS4 will be reviewed to ensure that these activities are performed under, and in accordance with, any appropriate regulatory permits (such as TDEC-CGP and ARAP permits).
<b>C</b>	<b>Roadway and MS4 maintenance</b> Existing procedures for the inspection and maintenance of roadways and the MS4, such as catch basin and wet weather conveyance cleaning, will be reviewed and revised (if applicable) in an effort to minimize the discharge of pollutants. The procedures will also be reviewed to ensure that these activities are performed under, and in accordance with, any appropriate regulatory permits (such as TDEC-CGP and ARAP permits).
<b>D</b>	<b>Employee pollution prevention education</b> Employee education will be provided to minimize storm water pollution potential from activities such as land disturbances activities; and fleet, building, park, and MS4 maintenance.

Potential BMPs. List additional BMPs you might incorporate into your program after annual review of program effectiveness.

<b>E</b>
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<b>F</b>	

**c. Measurable Goals and Implementation Milestones**

Attached at the back of this NOI is an addendum, BMP Measurable Goals and Implementation Milestones. You must complete the addendum, providing more details on Measurable Goals and Implementation Milestones for each BMP above.

**d. Administrative Information**

<b>Municipal pollution prevention and good housekeeping - Administrative Information</b>	
Primary contact person on above BMPs	
Robert K	
Department(s) that will be involved and their role	
Schools	
Road Department	
Equipment needs, if any	

Will you partner with another MS4 operator, or with another institution (e.g. Chamber of Commerce, environmental interest organizations, civic groups) in order to carry out the chosen BMPs? List these institutions and briefly describe their role.	
N/A	
Will another governmental entity be responsible for implementing one or more of the chosen BMPs? If so, identify the entity and which BMP(s) it will implement. Include a copy of the interlocutory agreement, or contract, or proposed agreement with execution schedule.	
Entity	BMP
N/A	

(See next page for addendum.)



## Addendum to Small MS4 NPDES Permit Notice of Intent BMP Measurable Goals and Implementation Milestones

The purpose of this addendum is to record the measurable goals for each BMP, and the dates (month and year) by which interim actions are to be accomplished. Space is given for four BMPs for each of the six minimum measures. You may add tables for additional BMPs.

Measurable goals consist of a measurable parameter, and a goal for that parameter and measure. These are goals that will quantify the progress of implementing the actions or performance of a BMP. They are ways to measure activities or effects of a BMP. For each of the six minimum measures and for each BMP, define the parameter and the goal you will use to monitor effectiveness of this BMP. The BMPs you list here should match exactly those given in Part IV., 1) – 6) of the permit NOI. There is space already prepared here for four BMPs for each minimum measure. You can add additional tables. You can also extend tables by using Tab key in the last row of the table and beyond.

For each BMP, establish milestones for implementation. These tables are set up for once/year milestones. You may change the milestone dates to time frames less than one year. The Tennessee general permit requires that three particular BMPs - illicit discharge control ordinances, construction site runoff control ordinances, and construction site runoff program be put in place within 18 months, 18 months and 24 months, respectively.

### Best Management Practices for Public Education and Outreach

<b>BMP 1A</b>	<b>Classroom education on storm water</b>	
Measurable Goal(s)	Measure: number of presentations/activities at schools Goal: one time per year per school. No. of schools is approx. 27.	
Milestone Yr 1	Develop materials and educational program; in conjunction with completion of ordinance. 4 <sup>th</sup> quarter, 1 <sup>st</sup> year. Posters, handouts, workbooks, educational mtl., etc. Contact school system administrators for options and scheduling.	
Milestone Yr 2	Conduct classroom education/perform activity at each school. Approx. 27 schools.	
Milestone Yr 3	Present education program again at each school. Integrate students into one or more storm water program activities. See public participation; e.g. stream clean-up; volunteer stream monitoring; field trips; adopt-a-stream; stenciling	
Milestone Yr 4	Continue above items.	
Milestone Yr 5	Continue above items.	

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Sample Application

<b>BMP 1B</b>	<b>Hot line</b>	
Measurable Goal(s)	Goal: an active phone line, with tracking database Measure: yes/no?	
Milestone Yr 1	In conjunction with completion of ordinance. 4 <sup>th</sup> quarter, 1 <sup>st</sup> year.	
Milestone Yr 2	Maintain the phone line and database.	
Milestone Yr 3	Maintain the phone line and database.	
Milestone Yr 4	Maintain the phone line and database.	
Milestone Yr 5	Maintain the phone line and database.	

<b>BMP 1C</b>	<b>Web site</b>	
Measurable Goal(s)	Is the page "up"? Goal: material on pages is up-to-date information.	
Milestone Yr 1	2 <sup>nd</sup> quarter: establish presence on web, to include basic information - announcing development of county program. Update as program elements are developed. 1 <sup>st</sup> year will include, for instance, draft ordinance language, names of committee members; hotline number; general water quality information (surf your watershed); related links.	
Milestone Yr 2	Maintain the site.	
Milestone Yr 3	Maintain the site.	
Milestone Yr 4	Maintain the site.	
Milestone Yr 5	Maintain the site.	

<b>BMP 1D</b>	<b>Public service announcements</b>	
Measurable Goal(s)	Measure number of PSAs issued each year Goal is two press releases per year. Radio and TV ads will be repeated according to routine PSAs. At least one PSA on the local (county) television channel.	
Milestone Yr 1	At least two press releases in local papers. E.g., one announcing proposal of upcoming program; one announcing adoption of program. At least one local (county) television channel.	
Milestone Yr 2	Continuing press releases of new program developments in print and on the local TV channel; e.g., ordinance and policy development; article about the Harpeth River watershed; river stewardship program; stream clean-up events; etc. Meet with neighboring MS4s on possibility of commercial TV and radio ads.	
Milestone Yr 3	Continue above.	
Milestone Yr 4	Continue above.	
Milestone Yr 5	Continue above.	

<b>BMP 1E</b>	<b>Erosion prevention and sediment control training</b>	
Measurable Goal(s)	Measure: Host or co-sponsor erosion prevention and sediment control training Goal: one training session per year, beginning second year (after ordinance is in place).	
Milestone Yr 1	Preparation of County-specific storm water management materials for including in TDEC's training program.	
Milestone Yr 2	Begin hosting or co-sponsoring annual training.	
Milestone Yr 3	Continue.	
Milestone Yr 4	Continue.	
Milestone Yr 5	Continue.	

<b>BMP 1F</b>	<b>Grab bag</b>	
Measurable Goal(s)	Goal: after an annual review of complaint and inspection reports, produce an education product where a need is identified. For instance, the documentation of the repetitive illegal discharge of concrete waste would indicate a need for specific education for that industry sector. Measure: (yes/no) has an annual review been performed, and if a need is identified, have educational materials been developed, or obtained, and made available/distributed, to meet that need?	
Milestone Yr 1	Evaluate/review educational needs.	
Milestone Yr 2	Continue.	
Milestone Yr 3	Continue.	
Milestone Yr 4	Continue.	
Milestone Yr 5	Continue.	

### Best Management Practices for Public Participation and Involvement

<b>BMP 2A</b>	<b>Storm water advisory committee</b>	
Measurable Goal(s)	(Yes/No) Are members appointed and committee established? (Yes/No) Are meetings held regularly (as necessary for development of ordinance)?	
Milestone Yr 1	Appoint members. Initiate regular meetings.	
Milestone Yr 2	Committee will become inactive after ordinance is passed.	
Milestone Yr 3	N/A	
Milestone Yr 4	N/A	
Milestone Yr 5	N/A	

<b>BMP 2B</b>	<b>Storm water administrative board</b>	
Measurable Goal(s)	(Yes/No) Are members appointed and board established? (Yes/No) Are meetings held regularly (as necessary for development of program components and appellate process)?	
Milestone Yr 1	Appoint members. Initiate regular meetings.	
Milestone Yr 2	Regular meetings continue.	
Milestone Yr 3	Regular meetings continue.	
Milestone Yr 4	Regular meetings continue.	
Milestone Yr 5	Regular meetings continue.	

<b>BMP 2C</b>	<b>Public meeting(s)</b>	
Measurable Goal(s)	Measure: Have we held all meetings required for public notice; including the annual program review meeting? Goal: one annual meeting; and additional meetings to satisfy public notice	
Milestone Yr 1	One meeting to announce development of MS4 program and to receive comments on its development. At least one meeting to satisfy public notice requirements for revision of ordinance.	
Milestone Yr 2	Annual report meeting.	
Milestone Yr 3	Annual report meeting.	
Milestone Yr 4	Annual report meeting.	
Milestone Yr 5	Annual report meeting.	

<b>BMP 2D</b>	<b>Citizens groups</b>	
Measurable	Measure: has stream cleanup event been held?	

Goal(s)	Goal: one event per year.	
Milestone Yr 1	Make contacts with one or more groups for future activities.	
Milestone Yr 2	One stream clean-up event.	
Milestone Yr 3	Same.	
Milestone Yr 4	Same.	
Milestone Yr 5	Same.	

<b>BMP 2E</b>	<b>Grab bag for citizens groups</b>	
Measurable Goal(s)	Measure: (Yes/no) Has the review been performed, or follow-up been performed? Goal: To perform an evaluation each year. If we identify a need or opportunity, goal is to follow up by making contact(s) with citizens groups, to organize citizen group involvement.	
Milestone Yr 1	N/A	
Milestone Yr 2	Perform annual review.	
Milestone Yr 3	Perform annual review.	
Milestone Yr 4	Perform annual review.	
Milestone Yr 5	Perform annual review.	

<b>BMP 2F</b>	<b>Tennessee Growth Readiness training (TVA materials)</b>	
Measurable Goal(s)	Attend training class. Three presentations first year; additional presentations as opportunities allow and annual review shows needs.	
Milestone Yr 1	Attend training class for using materials (expected date, July, 2003). Three presentations, including planning commission.	
Milestone Yr 2	Perform annual review.	
Milestone Yr 3	Perform annual review.	
Milestone Yr 4	Perform annual review.	
Milestone Yr 5	Perform annual review.	

### Best Management Practices for Illicit Discharge Detection and Elimination

<b>BMP 3A</b>	<b>Ordinance (Illicit Discharge Detection and Elimination)</b>	
Measurable Goal(s)	(Yes/No) Adoption of ordinance (Yes/No) Yearly evaluation of ordinance	
Milestone Yr 1	Set up a citizen advisory committee. Develop draft ordinance. Present to Planning Commission. Adopt ordinance. Notify regulated community and citizenry. (See public education and participation minimum measures.)	
Milestone Yr 2	Evaluate yearly the effectiveness and need for changes.	
Milestone Yr 3	Evaluate yearly the effectiveness and need for changes.	
Milestone Yr 4	Evaluate yearly the effectiveness and need for changes.	
Milestone Yr 5	Evaluate yearly the effectiveness and need for changes.	

<b>BMP 3B</b>	<b>Dry Weather Screening</b>	
Measurable Goal(s)	(Yes/No) Set up screening protocol and complete screening during the mapping of the MS4.	
Milestone Yr 1	Setting up screening protocols; purchasing or obtaining necessary equipment, including tracking database. Post on web and broadcast by word, vehicle banner, phone message (hotline), information citizens can use to spot illicit discharges. Investigate reports of illicit.	
Milestone Yr 2	Screen 20% of outfalls; according to progress of storm sewer system inventory data collection. Investigate reports of illicit.	
Milestone Yr 3	Screen additional 30% of outfalls. Investigate reports of illicit.	
Milestone Yr 4	Screen remainder of outfalls. Investigate reports of illicit.	
Milestone Yr 5	Investigate reports of illicit.	

<b>BMP 3C</b>	<b>Hot line and complaints tracking system</b>	
Measurable Goal(s)	(Yes/No) A functioning hot line and complaint tracking system. Goal is to respond to and resolve 100% of illicit discharges reported. Measure number of reports and number of problems resolved.	
Milestone Yr 1	Set up phone number dedicated to storm water and water quality issues; establish procedures for receiving and recording information into tracking system.	
Milestone Yr 2	Track and respond to calls.	
Milestone Yr 3	Track and respond to calls.	
Milestone Yr 4	Track and respond to calls.	
Milestone Yr 5	Track and respond to calls.	

<b>BMP 3D</b>	<b>Inventory of storm water system</b>	
Measurable Goal(s)	Measure: Percentage of MS4 inventoried. Goal is 100% of county area inventoried.	
Milestone Yr 1	Investigate methods of performing inventory; decide on method and data to be collected; set up necessary contract; purchase necessary equipment. (Note that concurrently, we will be establishing a requirement for as-built, electronic format, plans in new developments.)	
Milestone Yr 2	Finish protocols; begin inventory; complete 20% of total area	
Milestone Yr 3	Complete additional 30% of inventory.	
Milestone Yr 4	Complete remaining 50% of inventory.	
Milestone Yr 5	--	

<b>BMP 3E</b>	<b>Recycling, hazardous waste collection program</b>	
Measurable Goal(s)	Measure: (Yes/No) Is existing program being maintained. Goal: Year-round reception at the county landfill. Twice annually, reception at four locations across the county.	
Milestone Yr 1	Continue existing program.	
Milestone Yr 2	Continue program.	
Milestone Yr 3	Continue program.	
Milestone Yr 4	Continue program.	
Milestone Yr 5	Continue program.	

<b>BMP 3F</b>	<b>Education for illicit discharge program</b>	
Measurable Goal(s)	(See public education BMPs. Several of the educational BMPs will address eliminating illicit discharges.)	
Milestone Yr 1	--	
Milestone Yr 2	--	
Milestone Yr 3	--	
Milestone Yr 4	--	
Milestone Yr 5	--	

### Best Management Practices for Construction Site Runoff Control Program

<b>BMP 4A</b>	<b>Ordinance (construction site runoff control program)</b>	
Measurable Goal(s)	(Yes/No) Is an ordinance in effect, meeting the minimum requirements specified in the TDEC small MS4 general permit?	
Milestone Yr 1	Set up a citizen advisory committee. Develop draft ordinance. Present to Planning Commission. Adopt ordinance. Notify regulated community and citizenry. (See public education and participation minimum measures.)	
Milestone Yr 2	Evaluate yearly the effectiveness and need for changes.	
Milestone Yr 3	Evaluate yearly the effectiveness and need for changes.	
Milestone Yr 4	Evaluate yearly the effectiveness and need for changes.	
Milestone Yr 5	Evaluate yearly the effectiveness and need for changes.	

<b>BMP 4B</b>	<b>Procedures for reviewing and approving land disturbance activities, including final inspections</b>	
Measurable Goal(s)	(Yes/No) Have procedures been implemented? (Yes/No/Percentage) Are we documenting that each step of the procedures is followed for each land disturbance activity?	
Milestone Yr 1	Develop the procedures for the storm water advisory committee to adopt, to coincide with the storm water ordinance.	
Milestone Yr 2	Initiate procedures.	
Milestone Yr 3	Follow procedures and evaluate annually.	
Milestone Yr 4	Follow procedures and evaluate annually.	
Milestone Yr 5	Follow procedures and evaluate annually.	

<b>BMP 4C</b>	<b>Erosion prevention and sediment control BMPs</b>	
Measurable Goal(s)	(Yes/No) A published manual (may refer to state or other manuals) readily available.	
Milestone Yr 1	Examine existing manuals (TDEC's and others) for content. Adopt a manual, to coincide with the storm water ordinance.	
Milestone Yr 2	Make manual available to public.	
Milestone Yr 3	Evaluate annually.	
Milestone Yr 4	Evaluate annually.	
Milestone Yr 5	Evaluate annually.	

<b>BMP 4D</b>	<b>Inspections</b>	
Measurable Goal(s)	Measure: percentage of required monthly inspections performed and whether NOV's are issued for non-compliance. Goal: monthly inspections per the general permit requirements, at all priority land	



	disturbance activities, and NOVs issued for significant non-compliance.	
Milestone Yr 1	Establish inspection procedures, etc. in conjunction with revised ordinance. Continue present inspections on complaint basis.	
Milestone Yr 2	Hire inspector(s) if needed. Begin inspecting according to established inspection-frequency standards.	
Milestone Yr 3	Continue inspections according to frequency standards.	
Milestone Yr 4	Continue inspections according to frequency standards.	
Milestone Yr 5	Continue inspections according to frequency standards.	

<b>BMP 4E</b>	<b>Enforcement</b>	
Measurable Goal(s)	Measure: Implementation of enforcement policies, procedures and penalties. Goal: Develop and implement enforcement policies, procedures, and penalties.	
Milestone Yr 1	All policies, procedures and penalties established, in conjunction with revised ordinance.	
Milestone Yr 2	Evaluate effectiveness annually.	
Milestone Yr 3	Evaluate effectiveness annually.	
Milestone Yr 4	Evaluate effectiveness annually.	
Milestone Yr 5	Evaluate effectiveness annually.	

### Best Management Practices for Post-Construction Runoff Control

<b>BMP 5A</b>	<b>Ordinance (Post-Construction Runoff Control)</b>	
Measurable Goal(s)	(Yes/No) Adoption of ordinance (Yes/No) Yearly evaluation of ordinance	
Milestone Yr 1	Set up a citizen advisory committee. Develop draft ordinance. Present to Planning Commission. Adopt ordinance. Notify regulated community and citizenry. (See public education and participation minimum measures.)	
Milestone Yr 2	Evaluate yearly the effectiveness and need for changes.	
Milestone Yr 3	Evaluate yearly the effectiveness and need for changes.	
Milestone Yr 4	Evaluate yearly the effectiveness and need for changes.	
Milestone Yr 5	Evaluate yearly the effectiveness and need for changes.	

<b>BMP 5B</b>	<b>Procedures for reviewing and approving post-construction runoff controls</b>	
Measurable Goal(s)	(Yes/No) Have procedures been implemented? (Yes/No/Percentage) Are we documenting that each step of the procedures is followed for each land disturbance activity?	
Milestone Yr 1	Develop the procedures for the storm water advisory committee to adopt, to coincide with the storm water ordinance.	
Milestone Yr 2	Initiate procedures.	
Milestone Yr 3	Follow procedures and evaluate annually.	
Milestone Yr 4	Follow procedures and evaluate annually.	
Milestone Yr 5	Follow procedures and evaluate annually.	

<b>BMP 5C</b>	<b>Post-construction BMPs</b>	
Measurable Goal(s)	(Yes/No) A published manual (may refer to state or other manuals) readily available.	
Milestone Yr 1	Examine existing manuals (TDEC's and others) for content. Adopt a manual, to coincide with the storm water ordinance.	
Milestone Yr 2	Make manual available to public.	
Milestone Yr 3	Evaluate annually.	
Milestone Yr 4	Evaluate annually.	
Milestone Yr 5	Evaluate annually.	

<b>BMP 5D</b>	<b>Streamside Buffers</b>	
Measurable Goal(s)	Measure: (Yes/No) Have streamside buffer requirements been developed and implemented? Goal: Protection of streamside buffers of a minimum width for all permitted land	

	disturbance activities.	
Milestone Yr 1	Develop the procedures for the storm water advisory committee to adopt, to coincide with the storm water ordinance.	
Milestone Yr 2	Initiate procedures.	
Milestone Yr 3	Follow procedures and evaluate annually.	
Milestone Yr 4	Follow procedures and evaluate annually.	
Milestone Yr 5	Follow procedures and evaluate annually.	

<b>BMP 5E</b>	<b>Storm water detention</b>	
Measurable Goal(s)	Measure: (Yes/No) Has the storm water detention policy and requirements been revised and applied to all applicable land disturbance activities? Goal: Detention requirements applied to 100% of new development, as applicable.	
Milestone Yr 1	Develop the policy for the storm water advisory committee to adopt, to coincide with the storm water ordinance.	
Milestone Yr 2	Initiate procedures.	
Milestone Yr 3	Follow procedures and evaluate annually.	
Milestone Yr 4	Follow procedures and evaluate annually.	
Milestone Yr 5	Follow procedures and evaluate annually.	

<b>BMP 5F</b>	<b>Maintenance agreements</b>	
Measurable Goal(s)	Measure: (Yes/No) Have maintenance agreements procedures been applied to applicable private storm water systems? Goal: Yes. Maintenance agreements put in place for 100% of new structural storm water management devices.	
Milestone Yr 1	Revise existing maintenance agreement requirements for advisory committee to adopt, to coincide with the storm water ordinance.	
Milestone Yr 2	Initiate procedures.	
Milestone Yr 3	Follow procedures and evaluate annually.	
Milestone Yr 4	Follow procedures and evaluate annually.	
Milestone Yr 5	Follow procedures and evaluate annually.	

<b>BMP 5H</b>	<b>Parking lot standards</b>	
Measurable Goal(s)	Measure: (Yes/No) Have parking lot standards been reviewed and revised and applied to all applicable land disturbance activities? Goal: Yes. Applied to all (100%) of new parking lots each year.	
Milestone Yr 1	Revise parking lot standards for advisory committee to adopt, to coincide with the storm water ordinance.	
Milestone Yr 2	Initiate procedures.	

Milestone Yr 3	Follow procedures and evaluate annually.	
Milestone Yr 4	Follow procedures and evaluate annually.	
Milestone Yr 5	Follow procedures and evaluate annually.	

## Best Management Practices for Municipal Pollution Prevention and Good Housekeeping

<b>BMP 6A</b>	<b>Storm water quality standard operating procedures (SOP)</b>	
Measurable Goal(s)	Measure: (Yes/No) Have all County program activities been reviewed, and where applicable, plans developed? Goal: Yes. Review all County activities for storm water pollution potential, and where applicable develop SWPPP and SPCC plans.	
Milestone Yr 1	Establish contact persons at all County facilities. Review operations and perform inspections to evaluate storm water pollution potential. Inspections will be performed in accordance with requirements identified in the corresponding TDECs-TMSP industry sector.	
Milestone Yr 2	Development and implementation of applicable SWPPP and SPCC plans. SWPPP includes quarterly inspections.	
Milestone Yr 3	Continue SWPPP procedures.	
Milestone Yr 4	Continue SWPPP procedures.	
Milestone Yr 5	Continue SWPPP procedures.	

<b>BMP 6B</b>	<b>Roadway and MS4 development</b>	
Measurable Goal(s)	Measure: (Yes/No) Has the review and revision (where applicable) been performed? (Yes/No) Are the processes and procedures implemented? Goal: Yes. Review and revise (if applicable) the permit application process and compliance procedures for all roadway and MS4 development activities.	
Milestone Yr 1	Review and evaluate the existing processes and procedures, revise if applicable. Implement revised, or continue existing processes and procedures.	
Milestone Yr 2	Continue processes and procedures	
Milestone Yr 3	Continue processes and procedures	
Milestone Yr 4	Continue processes and procedures	
Milestone Yr 5	Continue processes and procedures	

<b>BMP 6C</b>	<b>Roadway and MS4 maintenance</b>	
Measurable Goal(s)	Measure: (Yes/No) Has the review and revision (where applicable) been performed? (Yes/No) Are the processes and procedures implemented? Goal: Yes. Review and revise (if applicable) the existing inspection and maintenance processes and procedures, as well as the permit application process and compliance procedures for all roadway and MS4 maintenance activities.	
Milestone Yr 1	Review and evaluate the existing processes and procedures, revise if applicable. Implement revised, or continue existing processes and procedures.	
Milestone Yr 2	Continue processes and procedures	
Milestone Yr 3	Continue processes and procedures	
Milestone Yr 4	Continue processes and procedures	
Milestone Yr 5	Continue processes and procedures	

<b>BMP 6D</b>	<b>Employee pollution prevention training</b>	
Measurable Goal(s)	Measure: (Yes/No) Have employees been identified and educated? Goal: Yes. Will list and identify (by job type) and educate yearly all (100%) County employees that perform activities associated with storm water pollution potential.	
Milestone Yr 1	Identify employees. Develop educational materials.	
Milestone Yr 2	Educate identified employees	
Milestone Yr 3	Annual refresher course.	
Milestone Yr 4	Annual refresher course.	
Milestone Yr 5	Annual refresher course.	

(end)